

**The Greene School
Board of Directors meeting minutes
94 John Potter Rd
West Greenwich, RI
July 20th , 2016 at 6:30PM**

Open session:

Call to order: meeting began at 6:40PM

Members present: Amy Pratt, Laura Clavette, Jen Sherer, Kelly Presley, Dick West, Mary Jane Sorrentino, and Octavia Abell

Non-members present: Josh Laplante (Head of school), Alex Edelmann (Dean of students), Lisa Cash (Business manager)

Reading of the Mission Statement: read by Kelly Presley

Public Comment (15 minute limit): no-one from the public was present

Approval of the June 22nd open meeting minutes: **Jen made a motion to approve the minutes with one correction of a capitalization of Mr. Moos' name. Mary Jane 2nd. All agreed unanimously.**

Old Business:

1. Head of School report

a. Mr. Laplante circulated his HOS report which included our EL implementation review scores.

- i. He gave us demographic information – we have students from 19 different districts for the upcoming year- 13 of the incoming freshman are from Central Falls.
- ii. We currently have 176 students enrolled for the upcoming year and funded for 200 from RIDE. Class size should be around 18 students. Enrollment is ongoing.
- iii. Now that the budget has passed- our expansion request should move more quickly.
- iv. Mr. Laplante has given us a list of dates and events at the school that he would like to see Board members attend to increase our participation and awareness of what is happening at school and be seen and known by staff and students.
- v. Summer of learning has ended- he anticipates fewer issues next year with graduation because we are offering more electives now, and have more flexibility in scheduling.
- vi. There was an error on the calendar- winter break will be December 23- Jan 2nd- first day back will be January 3rd, 2017. Calendar will go up on the website. This means one less PD day but he feels they have enough without this day.
- vii. He has hired most of his new teachers- they have all had two interviews and were interviewed by stakeholders – he is very excited about the new staff.
- viii. Our top step teachers make approximately \$12,000.00 less than district schools- he is looking into ways to augment our salaries this to try to help attract and retain our staff.
- ix. Dick made a motion to hire all five new teachers recommended by Mr. Laplante. Mary Jane 2nd. All agreed unanimously.
- x. Curriculum development: Brendan and Josh have been working with Timeri Tolnay and the work relationship has been great so far- they will start the year with high quality units and continue to work on developing more during PD- these are well documented and well aligned for student learning and data.

Coherent curriculum is the end goal. Most teachers will be available for the curriculum workshops.

- xi. Special Ed: we have some IEP's out of compliance. A southern RI RIDE liaison has offered to train our special ed teachers on completing IEPs. Every student that is currently in the school has been scored by Josh and Alex and - some errors were just simple fixes. In Dec- RIDE will visit the school and evaluate our special ed program including looking for evidence of outside organizations working with the students. One of the new teachers, Amanda, should be able to lead some of this IEP training and paperwork. She has a lot of experience with this process. Special ed is a priority for Josh this year. Our special ed population is around 22% of the student body.
- xii. New this year are home visits for new students by teachers and other stakeholders – board members and PTSO parents. This will be done in pairs/groups and a teacher will always be present. Alex is coordinating this.
- xiii. EL review: These are scores from the EL education implementation review research team. Shows progress towards our school goals. Our total score was a "91". Based on our scores, it looks like we need to increase the rigor in math and curriculum development and building up and using our data. We receive scores on curriculum, instruction, assessment, culture and character and leadership with sub- categories in each.
- xiv. Finance: minutes were circulated prior to this meeting.
 - 1. Staff seems to be leaving based on our salary steps- the finance committee has discussed this to find solutions. Mr. Laplante would like to reward all crew leaders with a \$2000.00 stipend but in order to receive this, they will be evaluated that they are meeting their crew goals. This was incorrectly stated as \$2500.00 in the 07/13/16 finance meeting minutes . Josh, Alex and Brendan will be doing the evaluation. He would also like to reward leadership positions as well as running clubs and attending overnight expeditions . Alex and Brendan will not receive the stipend.
 - a. **Jen made a motion to approve the crew stipend. Dick 2nd. All agreed unanimously.**
 - b. Jen also suggests a meeting to look further into figuring this out and making some solutions.
 - c. Dick would like a stipend line added to next year's budget.

2. Facilities Committee update

a. USDA loan update

- i. Has been submitted. Dan and Amy have a meeting at 1PM at the USDA office on Friday to sign documents.
- ii. We are taking out a 2.5 million dollar loan to buy the property and the rest is for ADA upgrades , health and safety upgrades, fire system upgrades, and some instructional space improvement.

b. Current facility maintenance issues

- i. Amy has been emailing Ann Rogan. Issue in the annex with the floor/carpeting in regards to water and loose wet glue. Lisa will ask the floor company to look into it.

3. Fundraising Committee update

- a. Michelle McCrae was at our fundraising meeting and is working on the new database- she really likes it so far. It is in its building stage but is moving forward.
 - b. We also talked about a fall fundraiser planned for Oct 20th – a big friendraiser at a nice venue. Octavia has one in mind. Will be centrally located.
 - c. Also spoke of how to create a culture of philanthropy with our board members and encourage them to make a yearly donation. Also try to connect with alums to be able to say they still support the school.....”95% donated this year “(can be a small donation). This level of participation would show community support.
4. Governance Committee update
- a. Mary Jane would like to speak further about a board gift to the annual fund- plans to hold a meeting soon. She is also reviewing the board handbook that Amy has been working on. Needs some editing. Mary Jane has posted an advertisement for board members on line. She will be the contact person if anyone is interested. She would also like to update the linked in account for the school. Laura will contact the administrator to begin that process. Mary Jane is also working on scheduling Josh to speak at local chamber of commerce to reach business people this way.

New Business:

- 1. Reasonable accommodation policy discussion and vote
 - a. Amy circulated this policy prior to the meeting- it was written by Jon Anderson.
 - b. **Octavia made a motion to approve the reasonable accommodation policy . Kelly Presley 2nd. All agreed unanimously.**
- 2. Schedule a Board/ teaching staff/ PTSO retreat
 - a. Mr. Laplante is working on this- will likely be in September. Can be a few hours in the evening or on a weekend.
- 3. Review of goals/expectations for Mr. Laplante
 - a. Jen has been collecting these and is still waiting to hear from a few more members. This has been requested by Mr. Laplante when they had conversations about his evaluation. Once they have all been received, she, Dick and Paul will work on consolidating them.

At 8:20PM, Dick made a motion to adjourn the meeting. Kelly 2nd. All agreed unanimously.